



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

SIGN MAKER III

Job Number: 20000411

Job Code: 10210V120916

Job Group: 1000 - SEMI-SKILLED & MAINTENANCE TRADES

Job Established: 05/16/1995

Job Revised: 09/16/2012

Grade: 10 Salary (MIN - MID):

\$12,345-\$16,355 - Hourly

\$2,006.08-\$2,657.70 - 37.5 Hr. Monthly Salary

\$2,139.80-\$2,834.88 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Sets up and operates complex screen printing equipment for the production of signs in an agency sign making shop; OR, coordinates the work of other sign makers; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

High school graduate.

EXPERIENCE:

Must have four years of sign making experience of which one year must have been in screen printing or vinyl letter plotting and application.

Substitute EDUCATION for EXPERIENCE:

Vocational or technical school training in graphic arts, graphic design or a related field will substitute for the required experience on a year-for-year basis

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Sets up and operates complex screen printing equipment. Receives orders for sign making. Performs various operations in the preparation and finishing processes for screen printed signs such as making mylar positives by use of a computerized letter cutting system. Mixes chemicals for application to silk screening mesh, transferring image from positive to screen by use of direct contact photo-screen exposure unit. Sets up and adjusts screen printer for the particular size and type of sign to be screen printed. Operates screen printer. Mixes chemicals for reclaiming of screen and contains all hazardous waste. Trouble shoots various phases of the screen printing process. Cleans and adjusts equipment as necessary. Serves as a working coordinator of other sign makers.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents perform duties in a production shop using various hazardous power tools and chemical processes.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.